

# Planning Board Roles and Responsibilities

June 4, 2016

# Topics

- What do you want to learn?
- Planning Board Basics
- Master Plan
- Subdivision and Site Plan Review
- Zoning Ordinance
- Capital Improvements Program
- Decorum
- Questions/Comments

# Planning Board Basics

- RSA 673
  - Organization
    - Chair
    - Meetings
  - Minutes
    - 5 days to produce
  - Written Decisions
    - Available to public
- RSA 673:2
  - Members
    - Must be residents
    - 9 members in cities, 7 or 9 in towns with town councils, 5 or 7 in other towns
    - Have 3 yr term
  - Appointed or Elected
  - Alternates
    - Up to 5



# Role of the Planning Board

- Master Plan
  - RSA 674:2-4
  - "The First Step"
- CIP
  - RSA 675:5-8
  - "Tied to Master Plan"
- Zoning Ordinance
  - RSA 674:16
  - Jurisdiction of Planning Board and Legislative Body

## Planning Board's Jurisdiction

- Subdivision Regulations
  - RSA 674:36
- Site Review Regulations
  - RSA 674:44
- Extraction Permits
  - RSA 155-E:1
- Driveway Regulations
  - RSA 236:13

# Other Duties of the Planning Board

- May advise other Boards and Commissions on Planning issues
- May act as the Community's advisory committee for the Community Development Block Grant (CDBG) Program
- Participates in the Community's Transportation Improvements Plan (TIP)
- Represents the Community on issues of local and regional interests

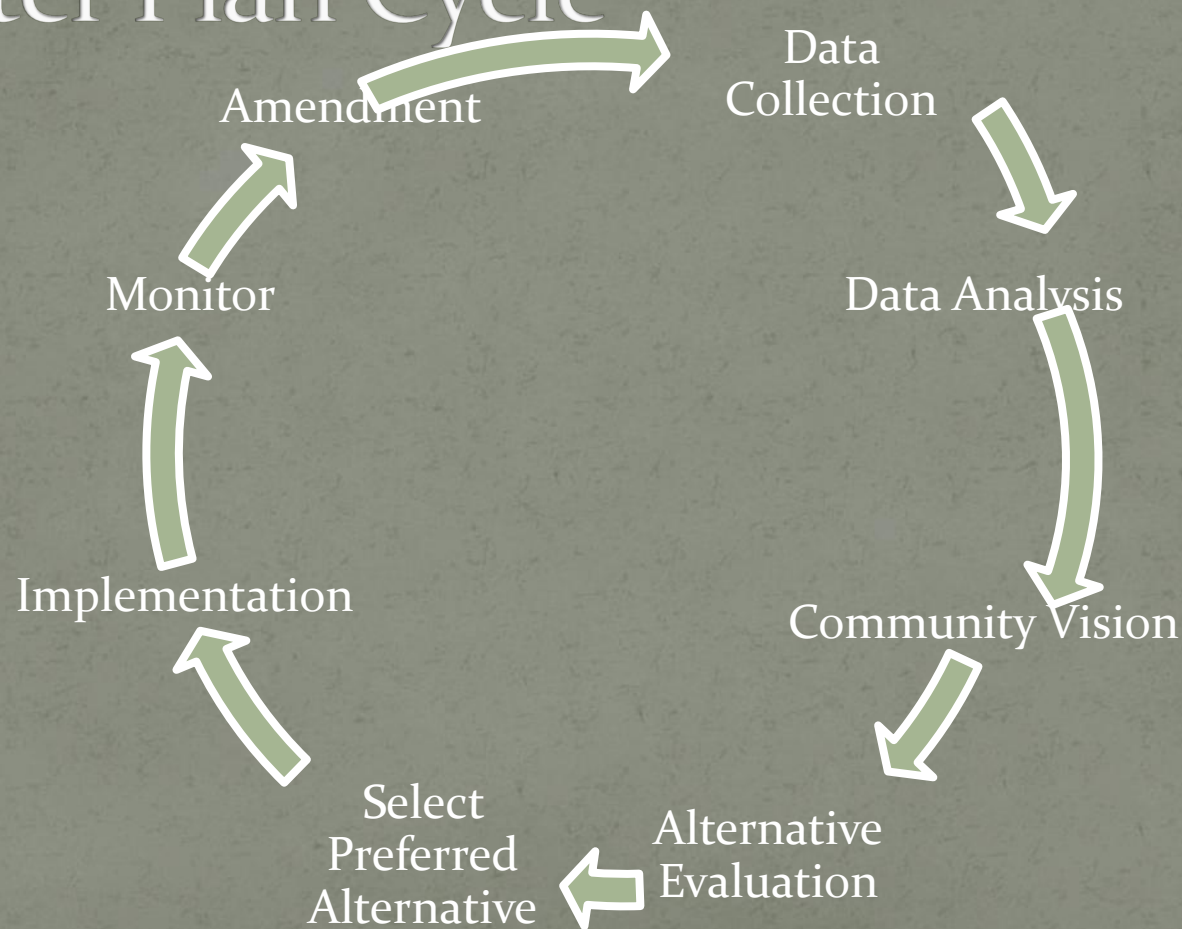


# Master Plan 101

## A Master Plan

- Is a set of statements about land use and development principles for the municipality with accompanying maps, diagrams, charts and descriptions to give legal standing to the implementation of ordinance and other measures of the Planning Board.
- Should lay out a physical plan which takes into account social and economic values describing how, why, when and where the community should build, rebuild and preserve.

# Master Plan Cycle





# Master Plan Chapters

- Vision
- Natural Resources
- Economic Development
- Recreation
- Community Facilities
- Utilities
- Land Use
- Transportation
- Historic Resources
- Housing
- Implementation
- Community Design
- Cultural Resources
- Energy
- Natural Hazards
- Neighborhood Plan
- Regional Concern



# Master Plan Do's and Don'ts

- Do think of the Master Plan as:
  - The community's vision
  - A living/dynamic document
  - A tool for community growth
  - A guide for capital investment
- Don't think of the Master Plan as:
  - Regulations
  - A static document
  - Funding
  - A burden

# Master Plan/CIP Connection

Communities need to review key portions of the Master Plan for indicators of long-term capital needs which improve existing services to meet community standards and accommodate a reasonable share of future growth. Strategic capital investments may be identified which further the goals of the land use plan and the economic development objectives of the community.



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## City Process

- Planning Board based upon

- Planning Board feedback on

- After the public hearing, the Planning Board can:

- Planning Board forwarded to

- City Council feedback.

- After the public hearing, the Planning Board can:

## Town Process

- Planning Board reviews and drafts proposals based upon needs

- Planning Board holds a public hearing to receive feedback on proposed amendments

- After the public hearing, the Planning Board can:

- vote to “post” the proposed ordinance (RSA 676:12, I) ; and

- to recommend for a vote on the Town ballot

- The Legislative Body will vote to approve or disapprove as posted by the Planning Board.

# Subdivision and Site Plan Regs

## Process

- Planning Board reviews and drafts proposals based upon needs
- Planning Board holds a public hearing to receive feedback on proposed amendments
- After the public hearing, the Planning Board can adopt the proposals

the Planning Board to  
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ion of new development  
such items as utilities  
d more.



# What Applicants Expect

- To know what information is required
- To know the rules to follow
- Consistency
- Reasonable costs
- Timely decisions
- Fair treatment
- PREDICTABILITY